

**Minutes of the Meeting of Caversfield Parish Council held on Wednesday
15 November 2023 at 7.30pm in the Chinnery Room of Fringford Village Hall**

- Present:** Cllr Stewart Boughtflower, Cllr Fiona Hitchcock, Cllr June Nisbet, Cllr Roger Shipway, Cllr Glenice Sutcliffe (Chairman), Cllr Alan Tennant, Cllr Janet Zanin
- In attendance:** 12 members of the public; 3 representatives from Richborough Estates; Mrs Jane Olds (Parish Clerk); Cllr Simon Lytton (CDC) (from 8.46pm), Cllr Nick Mawer (CDC)
- Apologies:** None

1. Apologies for absence – to receive apologies

There were no Councillor apologies.

2. Requests for Dispensations, Declarations of interest, gifts and hospitality – to receive any requests for Dispensations, Declarations of Interest from Councillors relating to items on the Agenda, in accordance with the Council’s code of conduct
Nothing was declared.

3. Public Participation

Twelve members of the public attended the meeting to hear the presentation by the representatives of Richborough Estates.

4. Richborough Estates – to receive a presentation about proposals for the potential development of land to the west of Fringford Road, and north of Aunt Ems Lane, just to the west of Caversfield

Representatives from Richborough Estates gave a brief presentation to the meeting. They had received agreement from the landowners to promote the plot. The Planning Inspector’s comments from the previous, rejected, application had been reviewed. The developers’ proposal was to build a maximum of 110 new homes which would be compliant with the policies on affordable housing and landscaping. The entrance / exit would be on Fringford Road with the current access onto Aunt Em’s Lane remaining solely for emergency access.

The developers acknowledged that the current designation of Equestrian and sports land would need to be changed.

8.11pm: Richborough Estates representatives left the meeting.

8.15pm: 8 members of the public left the meeting.

5. To welcome RAF Croughton Commander and Liaison Officer – to receive an update on MoD issues

No report had been received.

6. Reports from District and County Councillors – for information only

Cllr Mawer (CDC) reported that the Council's finances were sound and would be well able to manage a balanced budget.

Councillor Lytton (CDC) joined the meeting after item 10c and reported that the recruitment of the new Chief Executive was currently under way. The proposal to close Bodicote House and relocate to under-used office space at Castle Quay in the centre of Banbury was being considered.

Councillor Ford (OCC) sent her apologies.

7. Reports from the Village Management Companies

No reports had been received.

8. To receive and approve the Minutes of the Parish Council Meeting held on 20 September

It was **RESOLVED** that the minutes be accepted as a true record and were signed by the Chairman of the meeting.

9. Update on progress from the previous Minutes – the Clerk / Chairman will report on progress of outstanding items which do not require further decision

a. Policy Review

The Financial Regulations, Equality and Diversity Policy and the Meeting Attendance Policy had all been updated and published.

10. Governance

a. Policy Review – to review the following policies

i. Debit Card Use Policy

The Council considered the Debit Card Use Policy and **RESOLVED** to agree to adopt it.

ii. Website Policy

The Council considered the Website Policy and **RESOLVED** to agree to adopt it.

b. Website

i. Domain Name – to receive a report about updating the website domain to gov.uk

The domain name had now been changed to caversfield-pc.gov.uk and the website had been transferred over to the new domain. The Clerk recommended that the old domain caversfieldpc.org.uk was kept for at least the foreseeable future to keep it secure and ensure that no one else could use it. A forward had been set up on it which would automatically take viewers to the gov.uk site.

There had been a few teething troubles with the email, but the Clerk hoped to be able to help to sort these out shortly.

The Council was awaiting reimbursement of the domain name costs from CDDO.

- ii. Review of website** – to appoint two Councillors to review the content (as per the Website Policy)

The Council **RESOLVED** to agree that Councillors Boughtflower and Hitchcock would review the content.

- c. Oxfordshire County Council Grass Cutting Agreement** – to consider the revised agreement

The Council considered the OCC grass cutting agreement and **RESOLVED** to agree it, but would wait until the new speed limits had been put in place as this would change the areas of verge which the Council would be responsible for.

8.46pm: Councillor Lytton (CDC) joined the meeting

- d. OCC / OALC Councils' Charter** – to consider a response to the survey

The Clerk attended the conference on 26 October in person and had responded to the consultation personally with the primary consideration of needing more communication. However, she did highlight that CDC was generally good at Parish communication. The Clerk requested that the Councillors respond to the consultation as individuals.

9.00pm: 1 member of the public left

11. Finance

- a. Financial Report and Budget Monitoring Report** – to receive the reports for information

As at 31 October, the accounts stood at:

Co-op Current Account	£13,756.50
NS&I Account	£2,418.40

Standing Orders		Date Cleared
Clerk's Salary 17 August – 16 September	£184.20	18/9/23
Clerk's Salary 17 September – 16 October	£184.20	17/10/23

Direct Debit Payments

Three – August mobile contract	£7.01	11/9/23
Three – September mobile contract	£7.01	11/10/23

Debit Card Payments

Fasthosts for caversfield-pc.gov.uk domain name	£130.80	15/9/23
Wickes for postcrete for dog bins	£51.20	2/10/23

Income

Precept – 2 nd tranche	£4,002.00	13/9/23
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- b. Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements

The Council received the bank statements.

- c. Internal Financial Control** – to receive a report from the Councillor responsible for Internal Financial Control

Cllr Hitchcock reported that she had made her inspection and all was correct. She requested that the Councillor who authorised the payments should initial the invoices.

- d. Draft Budget** – to consider holding an informal briefing session

The Council **RESOLVED** to agree to hold an informal briefing session. A date would be agreed.

- e. Remembrance Wreath** – to consider the contribution to the Royal British Legion for the poppy wreath for Remembrance Day

The Council **RESOLVED** to agree to contribute £50 to the Royal British Legion Poppy Appeal.

- f. Staff Salary** – to note the NALC revised cost of living salary scale for the clerk for 2023/24 together with the amount backdated from April

The Council noted the NALC revised salary scales and the “cost of living” increase of £1 per hour to £13.28 on scale point 10. This would make the total monthly expense £199.20.

The standing order would be updated ready for the payment on 17 December.

The Council also noted the total backdated pay calculated for the year from April to November was £105.00 which would be paid separately (minus any tax and National Insurance due).

A staffing committee meeting would be convened following the January meeting.

- g. Invoices for Payment** – to consider invoices for payment itemised on the payment schedule

The Council **RESOLVED** to approve the following invoices for payment which Cllr Sutcliffe would authorise online.

The Council **RESOLVED** to agree to pay the village hall hire invoice as soon as it was received provided it was for the expected amount.

Payment method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank transfer	Cherwell District Council for summer emptying of three dog waste bins (invoice no: 20012373)	Dog bin emptying	16/3/22 12. c. i.	£334.62	£401.54
Bank transfer	Calber Facilities Management Ltd for September grass cutting and weed spraying (invoice no: CL466675)	Verge cutting and weed spraying	19/1/22 14. a.	£270.72	£324.86
	Calber Facilities Management Ltd for October grass cutting and weed spraying (invoice no: CL467359)	Verge cutting and weed spraying	19/1/22 14. a.	£155.72	£186.86
	Total				£511.72
Bank transfer	Fringford Village Hall for Chinnery Room hire (invoice no: FVH-20221301)	Hall Hire	20/9/23 10. c.	£28.18	£28.13
Bank transfer	Navitas Design Ltd for work to convert the website to gov.uk	Website	20/9/23 9. c.	£45.00	£54.00
Bank transfer	Royal British Legion for poppy wreath	Grants		£50.00	£50.00
Bank transfer	JMC Olds for admin expenses (printing £32.39; stationery etc £2.00)	Admin costs	17/5/23 13. k.	£34.39	£34.39
	Mileage expenses	Mileage expenses		£20.07	£20.07
	Home working expenses	Home working expenses		£104.00	£104.00
	Total				£158.46

Payments between meetings

Date paid	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
21/9/23	Earth Anchors for four dog bins (invoice no: EA38262)	Bins	17/5/23 16. b.	£990.00	£1,188.00

12. Training

- a. **NALC, OALC and SLCC** – to consider any further training offered by NALC, OALC and SLCC

The Council **RESOLVED** to agree to book one place on OALC's Roles and Responsibilities course on 18 January for Councillor Tennant and two places on the Finance for Councillors course on 6 February for Councillors Tennant and Hitchcock.

13. Planning

- a. **Planning Applications** – to consider all recent Applications received from Cherwell District Council detailed below and any other Planning Applications submitted between the circulation of this Agenda and the meeting
None received.
- b. **Responses between meetings – to note responses made using the Clerk's delegation**
- 23/02580/F** at 9 Fairhaven Road, OX27 8TX for "Single storey front extension and pitched roof porch canopy" – no comment or objection
 - 23/01951/LB** at 4 Building, 32 The Parade, OX27 8AD for "Replacement of Conservation style skylights with Velux Conservation style skylights" – no comment or objection
- c. **Notices of Decision** – to note any notices of decision received
None received.
- d. **CDC Local Plan** – to note the Parish Council response to the consultation
The response to the consultation was submitted on 1 November.

14. Climate Emergency

- a. **Declaration** – to consider declaring a Climate Emergency and a Biodiversity Emergency acknowledging that humanity is currently in a state of climate and biodiversity crisis
The Council **RESOLVED** to declare a Climate Emergency and a Biodiversity Emergency. The next step would be building a local action plan.
- b. **Biodiversity Policy** – to consider a biodiversity policy
The Council **RESOLVED** to defer consideration of the policy until a later meeting.

15. Parish Matters – to consider any parish matters

- a. Replacement Dog Waste Bins** – to receive an update on the installation of the dog waste bins

The Council noted that all four of the bins had been installed and thanked two members of the public for volunteering to install them. The Council also thanked Councillor Ford for providing the Localities grant to fund the purchase of the bins.

The location of the bin on Fringford Road had been moved away from the hedge and nearer to the bench to enable easier access.

- b. 20 / 30mph Zone** – to receive an update

The OCC consultation finished on 27 October and the OCC committee was due to consider the results on 15 November.

To compliment the potential speed reductions the OCC Highways Officer had provided the Council with a proposal for two Speed Indicator Devices – one on Buckingham Road and one on Skimmingdish Lane. However, funding of almost £11,000 would be needed to cover the costs. The Clerk had requested whether there was any S106 Highway funding available.

- c. Hallowe'en** – to receive an update

The event took place without any reported incidents. Due to the reduction of the American villagers over the last few years, consideration would be given next year to whether the current arrangements were necessary.

16. Reports from Meetings – to receive reports from any meetings attended

- a. SLCC National Conference** – 11/12 October

The Clerk attended the National Conference, primarily as a member of the SLCC Staff. Figen Murray – the mother of Martyn who was killed in the Manchester Arena bombing – made the case very eloquently for needing Martyn's Law to secure halls and events.

Members of the Department for Levelling-Up, Housing and Communities gave a presentation and following this it was hoped that the Department would be able to visit small parishes in Oxfordshire. The Clerk to Taunton gave a presentation about the creation of Taunton Town Council - one of the new parished areas; Keith Stevens (NALC Chair), a retired Chief Constable and Tilly Lockey also presented.

- b. Bicester Rural Resilience Meeting** – 17 October

No one was able to attend.

- c. CDC Parish Liaison Meeting** – 8 November

The Clerk attended the meeting. Councillor Wood gave his usual overview of the District's work. CDC was preparing the balanced budget for 24/25. The proposals to

move the offices from Bodicote House to Castle Quay in Banbury were underway and the current phase of the Local Plan consultation had been completed.

There was then a presentation about the Village Hall Grant Scheme and the Rural England Prosperity Fund, followed by a briefing by Emily Schofield (OCC) and Lucy Dalby (OALC) about the Oxfordshire Charter. Finally, Christina Cherry and Paul Seckington from Planning gave an update about the current status of the planning department and the Local Plan.

17. Attendance at Meetings – to consider attendance

- a. **Healthy Bicester Stakeholder Event** – 6 March 2024 (10am – 1pm at John Paul II Centre)

The Council **RESOLVED** that Councillor Hitchcock would represent the Council.

18. Correspondence – to note correspondence received not otherwise on the agenda where decisions are not required

Nothing additional had been received.

19. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Wednesday 3 January 2024

20. Date of Next Meeting

The Council **RESOLVED** to agree that the next meeting of the Parish Council would take place in the Chinnery Room of Fringford Village Hall on Wednesday 17 January at 7.30pm.

The meeting closed at 9.36pm

Signed

Dated